

Gross – to – Net Payroll Calculator

Human Resources Information System (HRIS)

Iowa Department of Administrative Services State Accounting Enterprise, Centralized Payroll

(Revised 10/29/2008)

Table of Contents	Page
Introduction, Accessing the Payroll Calculator, and Exiting the Screen	2
Examples of Entries Affecting Tax Withholdings and Net Pay:	
Changing Withholding Status on a Form W-4	4
Pay Changes and/or Overtime Hours Paid	5
Taxable Benefit	6
Deferred Compensation	8
Flexible Spending Accounts	9
Fields and Descriptions	10
Controls Information	11
Deduction Information	12
Warnings and Messages	15

Introduction, Accessing the Payroll Calculator, and Exiting the Screen

Gross-to-Net is a payroll calculator modeled after the actual payroll calculation used for state employees' pay warrants. This calculator can be used to project changes in deduction amounts and net pay when there are changes in pay amounts, hours worked, mandatory and voluntary deductions, including all pre-tax deductions such as retirement, insurances, deferred compensation or flexible spending plans. Federal and state tax withholding, retirement rates, OASDI and Medicare (FICA), and insurance deductions are calculated using current rates.

The Gross-to-Net calculator is accessed through the employee's timesheet. Enter "GN" in the header action field of the timesheet to go to the calculator. The following screen will appear.

```
D3325369      ACTION: _      GROSS-TO-NET CALCULATOR      PRINTER:

+----- KEY INFORMATION -----+----- CONTROLS INFORMATION -----+
| LAST NAME .....: SMITH          | PP IN MONTH: 1      FILING STATUS: S |
| FIRST NAME .....: JOHN          | +----- DEDUCTION INFORMATION -----+
| SOCIAL SECURITY: xxx-xx-xxxxx    | FEDERAL WH.: 001    0.00    150.88 |
| EMPLOYEE NUMBER: 12345 ID:      | STATE WH...: 01 001    0.00    55.82 |
| OASDI.....: Y                  | OASDI.....: Y          91.51 |
+----- EARNINGS INFORMATION -----+
| ELIG HOURS EARNINGS | MEDICARE...: 21.40 |
| REGULAR....: 80.00  1,476.00 | RETIREMENT.:EXMPT N PLAN 1 60.52 |
| OVERTIME...: 2    0.00    0.00 | HEALTH INSC: PLAN CX600    0.00 |
| HOLIDAY OVT: 2    0.00    0.00 | DENTAL INSC: PLAN DX400    0.00 |
| OTHER PAY...: 0.00 | LIFE INSC...: PLAN A2    0.00 |
| *PAY NOT SUBJ TO RETIRE: 0.00 | CR UNION...: 339.00    339.00 |
| TAXABLE EXP: 0.00 | CHAR ORG...: 0    0.00    0.00 |
| PRETAX: Y PRETAX DATE: 08/19/1991 | DEF COMP...:PP 3    75.00    75.00 |
| FED TAX STATUS.: 1 | EMP ORG DUE: 0.00 |
| HOURLY RATE....: 18.45 | FSA/HEALTH.: 0.00    0.00 |
| ANNUAL GROSS...: 38,376.00 | FSA/DEPC...: 0.00    0.00 |
| GROSS PAY.....: 1,476.00 | *OTHER DEDUCT: 0.00    0.00 |
| NET PAY.....: 681.87 |
+-----+-----+
R RESTORE H HRDCPY      PF9 HELP PF12 RETURN CLEAR EXIT
```

It is important to note that while a supervisor or other approver can access the employee's timesheet, they cannot view the employee's earnings and deduction information on the Gross-to-Net Calculator.

Those employees authorized as Personnel/Payroll Assistants and who have access to the HRIS Employee Information (EI) module are able to access the Gross-to-Net calculators for all those employees to whom they have access through HRIS security. Therefore, they can access the Gross-to-Net calculator from the employee's time sheet or their EI record. Place a "GN" in the header action field on either of these screens to access the Gross-to-Net Calculator for that employee.

The Gross-to-Net Calculator screen will display all the current information in the employee's record with the exception of the following deduction types: Saving bonds, maintenance pay, garnishments, wage assignments, travel advance, miscellaneous deductions, employee org insurances, and miscellaneous insurances. Due to space limitations, you would enter the total of these deductions for an accurate net pay calculation. That total is entered in the OTHER DEDUCT field in the bottom right hand corner of the screen.

Entries on the Gross-to-Net Calculator do not change the employee's record. The changes made on the calculator screen will be reset when you exit that screen or when you restore the calculator to its original setting by entering an "R" in the header action field and the pressing "Enter."

The information contained in this document is also available via on-line HELP screens on the calculator itself. If additional assistance is needed, please contact your Personnel/Payroll Assistant or the Centralized Payroll Section of the Iowa Department of Administrative Services.

When you first access the Gross-To-Net Calculator, all fields will be initialized with the employee's current information. This same initialization occurs when you enter "R" in the header action field and press "Enter."

Once you have viewed the current pay data, you can modify most fields on the screen and calculate the new net and deduction amounts based on those changes. On most computer screens, those fields that can be changed will be highlighted in a different color. For example, you can change the number of hours per pay period, including overtime hours, the rate of pay, changes to deferred compensation and other deductions, and changing to and from a "pretax" designation.

Once you have completed the "what if" calculations, you may exit the screen by hitting the F12 key on your keyboard. Making changes on this screen will not result in actual changes being made to your pay or deduction records.

A description of the fields on the Gross-to-Net Calculator and instructions on how the fields are used can be found, starting on page 10 of this manual.

TO EXIT THE GROSS-TO-NET CALCULATOR

PF12	Returns you to the previous screen (the employee's timesheet, or the EI record, if you have access because you are a PA). The Gross-to-Net calculator will be reset to the employee's current information when you exit that screen.
CLEAR	Ends the current session and takes you to the Available Applications Menu.

The following pages show examples and screen prints of some of the changes you can make on the calculator to determine how those changes would impact your tax withholdings and net pay.

Changing Withholding Status on a Form W-4

An employee completes a Form W-4 to change his or her Federal or State withholding allowances. These forms must be signed and turned into their PA for the change to be completed, but the impact of those changes can be seen on the calculator.

To see the impact of a change in the Marital Status, change the field of FILING STATUS. To change the number of withholding allowances for Federal withholding, make the new entry in the field to the right of the FEDERAL WH field name. In the example shown below, that field is highlighted in yellow. If additional withholding is needed, put the dollar amount in the field to the right of that field. Similar entries are made to the STATE WH fields for changes in the State tax withholding options.

If an employee opts for the supplemental tax withholding rate to be applied to a payment, which is allowed in the case of lump sum payments such as vacation payout, the code of "099" is entered in the field to the right of FEDERAL WH. The current supplemental tax withholding rates are 25% for Federal withholding and 6% for State of Iowa.

```
D3325369      ACTION: _      GROSS-TO-NET CALCULATOR      PRINTER:

+----- KEY INFORMATION -----+----- CONTROLS INFORMATION -----+
| LAST NAME .....: SMITH          | PP IN MONTH: 1      FILING STATUS: M |
| FIRST NAME .....: JOHN          | +----- DEDUCTION INFORMATION -----+
| SOCIAL SECURITY: XXX-XX-XXXX      | FEDERAL WH.: 000    0.00    216.42 |
| EMPLOYEE NUMBER: XXXXX ID:       | STATE WH...: 01 000    0.00    96.26 |
+----- EARNINGS INFORMATION -----+ OASDI.....: Y      126.12 |
|          ELIG  HOURS  EARNINGS | MEDICARE....:      29.50 | |
| REGULAR.....:    80.00  2,051.20 | RETIREMENT.:EXMPT N PLAN 1      84.10 |
| OVERTIME....:    2    0.00    0.00 | HEALTH INSC: PLAN CX600      0.00 |
| HOLIDAY OVT: 2    0.00    0.00 | DENTAL INSC: PLAN DX600     17.00 |
| OTHER PAY...:    0.00    0.00 | LIFE INSC...: PLAN JJ      0.00 |
| *PAY NOT SUBJ TO RETIRE:    0.00 | CR UNION....:      0.00    0.00 |
| TAXABLE EXP:    0.00    0.00 | CHAR ORG....: 0      0.00    0.00 |
| PRETAX: Y  PRETAX DATE: 07/07/1989 | DEF COMP...:PP 0      0.00    0.00 |
| FED TAX STATUS.: 1              | EMP ORG DUE:      0.00    0.00 |
|          |          | FSA/HEALTH.:      0.00    0.00 |
| HOURLY RATE.....:      25.64 | FSA/DEPC...:      0.00    0.00 |
|          |          | *OTHR DEDUCT:      0.00    0.00 |
| ANNUAL GROSS....:      53,331.20 | *SEE HELP SCREEN          |
| GROSS PAY.....:      2,051.20 | NET PAY.....:      1,481.80 |
+-----+-----+
R RESTORE H HRDCPY          PF9 HELP PF12 RETURN CLEAR EXIT
```

Pay Changes and/or Overtime Hours Paid

If you wish to see what impact an increase in pay will make on your deductions and net pay, you only need to change the HOURLY RATE. In the example shown below, a 4.5% increase was applied to the hourly rate shown on the previous page (\$25.64 x 1.045% = \$26.79). Enter the new hourly rate, hit "Enter" and the following calculation is shown.

```
D3325369      ACTION: _      GROSS-TO-NET CALCULATOR      PRINTER:

+----- KEY INFORMATION -----+----- CONTROLS INFORMATION -----+
| LAST NAME ..... SMITH          | PP IN MONTH: 1      FILING STATUS: M |
| FIRST NAME ..... JOHN          | +----- DEDUCTION INFORMATION -----+
| SOCIAL SECURITY: XXX-XX-XXXX    | FEDERAL WH.: 000 0.00 229.65 |
| EMPLOYEE NUMBER: XXXXX ID:     | STATE WH...: 01 000 0.00 102.20 |
+----- EARNINGS INFORMATION -----+ OASDI.....: Y 131.82 |
|          ELIG  HOURS  EARNINGS | MEDICARE....: 30.83 |
| REGULAR.....: 80.00  2,143.20 | RETIREMENT.:EXMPT N PLAN 1 87.87 |
| OVERTIME....: 2      0.00      0.00 | HEALTH INSC: PLAN CX600 0.00 |
| HOLIDAY OVT: 2      0.00      0.00 | DENTAL INSC: PLAN DX600 17.00 |
| OTHER PAY...: 0.00      0.00 | LIFE INSC...: PLAN JJ 0.00 |
| *PAY NOT SUBJ TO RETIRE: 0.00 | CR UNION....: 0.00 0.00 |
| TAXABLE EXP: 0.00      0.00 | CHAR ORG...: 0 0.00 0.00 |
| PRETAX: Y  PRETAX DATE: 07/07/1989 | DEF COMP...:PP 0 0.00 0.00 |
| FED TAX STATUS.: 1          | EMP ORG DUE: 0.00 0.00 |
|          | FSA/HEALTH.: 0.00 0.00 |
| HOURLY RATE.....: 26.79 | FSA/DEPC...: 0.00 0.00 |
|          | *OTHR DEDUCT: 0.00 0.00 |
| ANNUAL GROSS....: 55,723.20 | *SEE HELP SCREEN |
| GROSS PAY.....: 2,143.20 | NET PAY.....: 1,543.83 |
+-----+-----+
R RESTORE H HRDCPY      PF9 HELP PF12 RETURN CLEAR EXIT
```

If the employee also had 8 hours of Overtime, enter those hours in the OVERTIME HOURS field, hit "Enter" to see the results of those overtime earnings and the tax deductions and net pay.

```
+----- KEY INFORMATION -----+----- CONTROLS INFORMATION -----+
| LAST NAME ..... SMITH          | PP IN MONTH: 1      FILING STATUS: M |
| FIRST NAME ..... JOHN          | +----- DEDUCTION INFORMATION -----+
| SOCIAL SECURITY: XXX-XX-XXXX    | FEDERAL WH.: 000 0.00 275.89 |
| EMPLOYEE NUMBER: XXXXX ID:     | STATE WH...: 01 000 0.00 122.96 |
+----- EARNINGS INFORMATION -----+ OASDI.....: Y 151.76 |
|          ELIG  HOURS  EARNINGS | MEDICARE....: 35.49 |
| REGULAR.....: 80.00  2,143.20 | RETIREMENT.:EXMPT N PLAN 1 101.05 |
| OVERTIME....: 2      8.00      321.48 | HEALTH INSC: PLAN CX600 0.00 |
| HOLIDAY OVT: 2      0.00      0.00 | DENTAL INSC: PLAN DX600 17.00 |
| OTHER PAY...: 0.00      0.00 | LIFE INSC...: PLAN JJ 0.00 |
| *PAY NOT SUBJ TO RETIRE: 0.00 | CR UNION....: 0.00 0.00 |
| TAXABLE EXP: 0.00      0.00 | CHAR ORG...: 0 0.00 0.00 |
| PRETAX: Y  PRETAX DATE: 07/07/1989 | DEF COMP...:PP 0 0.00 0.00 |
| FED TAX STATUS.: 1          | EMP ORG DUE: 0.00 0.00 |
|          | FSA/HEALTH.: 0.00 0.00 |
| HOURLY RATE.....: 26.79 | FSA/DEPC...: 0.00 0.00 |
|          | *OTHR DEDUCT: 0.00 0.00 |
| ANNUAL GROSS....: 55,723.20 | *SEE HELP SCREEN |
| GROSS PAY.....: 2,464.68 | NET PAY.....: 1,760.53 |
+-----+-----+
R RESTORE H HRDCPY      PF9 HELP PF12 RETURN CLEAR EXIT
```

Taxable Benefit

Following are two examples of how you can make entries on the Gross-to-Net calculator to review the impact a taxable benefit would make to an employee's tax withholdings and net pay. In this example, we will use the taxable benefit amount that would be applicable to an employee who has Iowa Select family coverage and has one taxable dependent. That dependent is taxable because they are over the age of 19, is unmarried, living in the State of Iowa, but is not a full-time student. Screen 1 shows the projected pay and deduction detail with no taxable benefit.

Screen 1

```
D3325369      ACTION: _      GROSS-TO-NET CALCULATOR      PRINTER:

+----- KEY INFORMATION -----+----- CONTROLS INFORMATION -----+
| LAST NAME ..... SMITH          | PP IN MONTH: 1      FILING STATUS: M |
| FIRST NAME ..... MARY          | +----- DEDUCTION INFORMATION -----+
| SOCIAL SECURITY: XXX-XX-XXXX    | FEDERAL WH.: 001    0.00      88.21 |
| EMPLOYEE NUMBER: 99999 ID:     | STATE WH...: 01 001    0.00      52.57 |
+----- EARNINGS INFORMATION -----+ OASDI.....: Y      84.66 |
|          ELIG HOURS EARNINGS    | MEDICARE....:      19.80 | |
| REGULAR.....: 80.00    1,476.00 | RETIREMENT.:EXMPT N PLAN 1      60.52 |
| OVERTIME...: 2      0.00      0.00 | HEALTH INSC: PLAN SX600      110.45 |
| HOLIDAY OVT: 2      0.00      0.00 | DENTAL INSC: PLAN DX400      0.00 |
| OTHER PAY...:      0.00 | LIFE INSC...: PLAN A2      0.00 |
| *PAY NOT SUBJ TO RETIRE:      0.00 | CR UNION...:      0.00      0.00 |
| TAXABLE EXP:      0.00 | CHAR ORG...: 0      0.00      0.00 |
| PRETAX: Y PRETAX DATE: 08/19/1991 | DEF COMP...:PP 3      75.00      75.00 |
| FED TAX STATUS.: 1          | EMP ORG DUE:      0.00 |
|          |          | FSA/HEALTH..:      0.00      0.00 |
| HOURLY RATE.....: 18.45 | FSA/DEPC...:      0.00      0.00 |
|          |          | *OTHR DEDUCT:      0.00      0.00 |
| ANNUAL GROSS...: 38,376.00 | *SEE HELP SCREEN |
| GROSS PAY.....: 1,476.00 | NET PAY.....: 984.79 |
+-----+-----+
R RESTORE H HRDCPY      PF9 HELP PF12 RETURN CLEAR EXIT
```

Screen 2 shows a taxable amount of \$293.12 in the field of PAY NOT SUBJ TO RETIRE on the left hand side of the screen. That amount is what the contract holder would have added to his gross income as the taxable benefit of having one taxable dependent on his health insurance plan if he had Iowa Select. (Note that the amounts differ for each insurance plan and for the number of taxable dependents.) The amount is then run through the payroll calculator, the FIELDS for FEDERAL WH, STATE WH, OASDI and MEDICARE (FICA) as those are the applicable payroll taxes. The user must put the same amount in the OTHR DEDUCT field on the right hand side of the screen.

This taxable benefit will be shown on the On-Line Payroll Warrant as pay in the Taxable Benefit field and subtracted back out in the Maintenance field. On the condensed pay stub, it will be shown added and subtracted under the Maintenance fields.

Screen 2

D3325369

ACTION: _

GROSS-TO-NET CALCULATOR

PRINTER:

```
+----- KEY INFORMATION -----+----- CONTROLS INFORMATION -----+
| LAST NAME ..... SMITH          | PP IN MONTH: 1      FILING STATUS: M |
| FIRST NAME ..... MARY          | +----- DEDUCTION INFORMATION -----+
| SOCIAL SECURITY: XXX-XX-XXXX    | FEDERAL WH.: 001    0.00    132.18 |
| EMPLOYEE NUMBER: 99999 ID:     | STATE WH...: 01 001    0.00    69.51 |
+----- EARNINGS INFORMATION -----+ OASDI.....: Y      102.84 |
|          ELIG  HOURS  EARNINGS | MEDICARE...:      24.05 |
| REGULAR.....: 80.00    1,476.00 | RETIREMENT.:EXMPT N PLAN 1    60.52 |
| OVERTIME...: 2      0.00      0.00 | HEALTH INSC: PLAN SX600    110.45 |
| HOLIDAY OVT: 2      0.00      0.00 | DENTAL INSC: PLAN DX400      0.00 |
| OTHER PAY...:      0.00      0.00 | LIFE INSC...: PLAN A2      0.00 |
| *PAY NOT SUBJ TO RETIRE:      293.12 | CR UNION...:      0.00      0.00 |
| TAXABLE EXP:      0.00 | CHAR ORG...: 0      0.00      0.00 |
| PRETAX: Y  PRETAX DATE: 08/19/1991 | DEF COMP...:PP 3      75.00    75.00 |
| FED TAX STATUS.: 1          | EMP ORG DUE:      0.00      0.00 |
|          | FSA/HEALTH.:      0.00      0.00 |
| HOURLY RATE.....: 18.45 | FSA/DEPC...:      0.00      0.00 |
|          | *OTHR DEDUCT:      293.12    293.12 |
| ANNUAL GROSS...: 38,376.00 | *SEE HELP SCREEN          |
| GROSS PAY.....: 1,769.12 | NET PAY.....:      901.45 |
+-----+-----+
R RESTORE H HRDCPY          PF9 HELP PF12 RETURN CLEAR EXIT
```

You will see that the tax withholding amounts have increased. It is important to note that for the taxable insurance benefit, only the first pay warrant of the month will be impacted as that is when the State share of insurances is paid. The second and third pay warrants of the month will not have the taxable benefit processed on them.

There is another way to use this calculator with only one entry needed. If you populate the same amount in the TAXABLE EXP field, but put 0.00 in the OTHR DEDCT field, you will see the same results, as shown on Screen 3 below:

Screen 3

D3325369

ACTION: _

GROSS-TO-NET CALCULATOR

PRINTER:

```
+----- KEY INFORMATION -----+----- CONTROLS INFORMATION -----+
| LAST NAME ..... SMITH          | PP IN MONTH: 1      FILING STATUS: M |
| FIRST NAME ..... MARY          | +----- DEDUCTION INFORMATION -----+
| SOCIAL SECURITY: XXX-XX-XXXX    | FEDERAL WH.: 001    0.00    132.18 |
| EMPLOYEE NUMBER: 99999 ID:     | STATE WH...: 01 001    0.00    69.51 |
+----- EARNINGS INFORMATION -----+ OASDI.....: Y      102.84 |
|          ELIG  HOURS  EARNINGS | MEDICARE...:      24.05 |
| REGULAR.....: 80.00    1,476.00 | RETIREMENT.:EXMPT N PLAN 1    60.52 |
| OVERTIME...: 2      0.00      0.00 | HEALTH INSC: PLAN SX600    110.45 |
| HOLIDAY OVT: 2      0.00      0.00 | DENTAL INSC: PLAN DX400      0.00 |
| OTHER PAY...:      0.00      0.00 | LIFE INSC...: PLAN A2      0.00 |
| *PAY NOT SUBJ TO RETIRE:      0.00 | CR UNION...:      0.00      0.00 |
| TAXABLE EXP:      293.12 | CHAR ORG...: 0      0.00      0.00 |
| PRETAX: Y  PRETAX DATE: 08/19/1991 | DEF COMP...:PP 3      75.00    75.00 |
| FED TAX STATUS.: 1          | EMP ORG DUE:      0.00      0.00 |
|          | FSA/HEALTH.:      0.00      0.00 |
| HOURLY RATE.....: 18.45 | FSA/DEPC...:      0.00      0.00 |
|          | *OTHR DEDUCT:      0.00      0.00 |
| ANNUAL GROSS...: 38,376.00 | *SEE HELP SCREEN          |
| GROSS PAY.....: 1,476.00 | NET PAY.....:      901.45 |
+-----+-----+
R RESTORE H HRDCPY          PF9 HELP PF12 RETURN CLEAR EXIT
```

Deferred Compensation

Another benefit available to State of Iowa employees is the opportunity to enroll in the State's deferred compensation program. This deduction lowers your taxable income for purposes of Federal and State taxes. In the example shown below in Screen 1, an employee is not yet having anything deducted for deferred comp. In Screen 2, she has started a deduction of \$100.00 from her pay warrant. The entry of "3" (highlighted) is the code used to indicate that \$100.00 is deducted from her first and second payroll warrants of the month. Deferred comp deductions are not taken from the third pay warrant of the month.

Screen 1

```
D3325369      ACTION: _      GROSS-TO-NET CALCULATOR      PRINTER:

+----- KEY INFORMATION -----+----- CONTROLS INFORMATION -----+
| LAST NAME ..... JONES          | PP IN MONTH: 1      FILING STATUS: M |
| FIRST NAME ..... SALLY          | +----- DEDUCTION INFORMATION -----+
| SOCIAL SECURITY: XXX-XX-XXXX    | FEDERAL WH.:      000    0.00    252.21 |
| EMPLOYEE NUMBER: 54321 ID:      | STATE WH....: 01 000    0.00    112.32 |
+----- EARNINGS INFORMATION -----+ OASDI.....: Y      141.55 |
|          ELIG  HOURS  EARNINGS | MEDICARE....:      33.10 |
| REGULAR.....:      80.00    2,000.00 | RETIREMENT.:EXMPT N PLAN 1    94.30 |
| OVERTIME....: 2       8.00    300.00 | HEALTH INSC: PLAN CX600      0.00 |
| HOLIDAY OVT: 2       0.00      0.00 | DENTAL INSC: PLAN DX600     17.00 |
| OTHER PAY...:      0.00 | LIFE INSC...: PLAN JJ      0.00 |
| *PAY NOT SUBJ TO RETIRE:      0.00 | CR UNION...:      0.00    0.00 |
| TAXABLE EXP:      0.00 | CHAR ORG...: 0      0.00    0.00 |
| PRETAX: Y  PRETAX DATE: 07/07/1989 | DEF COMP...:PP 0      0.00    0.00 |
| FED TAX STATUS.: 1          | EMP ORG DUE:      0.00 |
|          | FSA/HEALTH.:      0.00    0.00 |
| HOURLY RATE.....:      25.00 | FSA/DEPC...:      0.00    0.00 |
|          | *OTHR DEDUCT:      0.00    0.00 |
| ANNUAL GROSS...:      52,000.00 | *SEE HELP SCREEN |
| GROSS PAY.....:      2,300.00 | NET PAY.....:      1,649.52 |
+-----+-----+
R RESTORE H HRDCPY      PF9 HELP PF12 RETURN CLEAR EXIT
```

Screen 2

```
D3325369      ACTION: _      GROSS-TO-NET CALCULATOR      PRINTER:

+----- KEY INFORMATION -----+----- CONTROLS INFORMATION -----+
| LAST NAME ..... JONES          | PP IN MONTH: 1      FILING STATUS: M |
| FIRST NAME ..... SALLY          | +----- DEDUCTION INFORMATION -----+
| SOCIAL SECURITY: XXX-XX-XXXX    | FEDERAL WH.:      000    0.00    237.21 |
| EMPLOYEE NUMBER: 54321 ID:      | STATE WH....: 01 000    0.00    105.59 |
+----- EARNINGS INFORMATION -----+ OASDI.....: Y      141.55 |
|          ELIG  HOURS  EARNINGS | MEDICARE....:      33.10 |
| REGULAR.....:      80.00    2,000.00 | RETIREMENT.:EXMPT N PLAN 1    94.30 |
| OVERTIME....: 2       8.00    300.00 | HEALTH INSC: PLAN CX600      0.00 |
| HOLIDAY OVT: 2       0.00      0.00 | DENTAL INSC: PLAN DX600     17.00 |
| OTHER PAY...:      0.00 | LIFE INSC...: PLAN JJ      0.00 |
| *PAY NOT SUBJ TO RETIRE:      0.00 | CR UNION...:      0.00    0.00 |
| TAXABLE EXP:      0.00 | CHAR ORG...: 0      0.00    0.00 |
| PRETAX: Y  PRETAX DATE: 07/07/1989 | DEF COMP...:PP 3    100.00    100.00 |
| FED TAX STATUS.: 1          | EMP ORG DUE:      0.00 |
|          | FSA/HEALTH.:      0.00    0.00 |
| HOURLY RATE.....:      25.00 | FSA/DEPC...:      0.00    0.00 |
|          | *OTHR DEDUCT:      0.00    0.00 |
| ANNUAL GROSS...:      52,000.00 | *SEE HELP SCREEN |
| GROSS PAY.....:      2,300.00 | NET PAY.....:      1,571.25 |
+-----+-----+
R RESTORE H HRDCPY      PF9 HELP PF12 RETURN CLEAR EXIT
```


Flexible Spending Accounts (FSA)

Another benefit available to employees is the opportunity to deduct pre-tax dollars for Health flexible spending, Dependent Care flexible spending, or both. On Screen 1, the employee does not have any deductions for an FSA. On Screen 2, the entries have been made for a \$50.00 deduction for each of the FSA's. These deductions occur in the first and second payroll warrants of the month; no deductions are made in the third payroll warrant of the month.

Screen 1

```
D3325369      ACTION: _      GROSS-TO-NET CALCULATOR      PRINTER:

+----- KEY INFORMATION -----+----- CONTROLS INFORMATION -----+
| LAST NAME .....: JONES          | PP IN MONTH: 1      FILING STATUS: M |
| FIRST NAME .....: SALLY          | +----- DEDUCTION INFORMATION -----+
| SOCIAL SECURITY: XXX-XX-XXXX      | FEDERAL WH.: 000    0.00    209.05 |
| EMPLOYEE NUMBER: 54321 ID:        | STATE WH...: 01 000    0.00    92.96 |
+----- EARNINGS INFORMATION -----+ OASDI.....: Y          122.95 |
|          ELIG  HOURS    EARNINGS | MEDICARE....:          28.75 |
| REGULAR.....: 80.00    2,000.00 | RETIREMENT.:EXMPT N PLAN 1    82.00 |
| OVERTIME....: 2      0.00      0.00 | HEALTH INSC: PLAN CX600      0.00 |
| HOLIDAY OVT: 2      0.00      0.00 | DENTAL INSC: PLAN DX600     17.00 |
| OTHER PAY...:          0.00 | LIFE INSC...: PLAN JJ        0.00 |
| *PAY NOT SUBJ TO RETIRE:          0.00 | CR UNION....:          0.00    0.00 |
| TAXABLE EXP:          0.00 | CHAR ORG....: 0          0.00    0.00 |
| PRETAX: Y  PRETAX DATE: 07/07/1989 | DEF COMP...:PP 0          0.00    0.00 |
| FED TAX STATUS.: 1          | EMP ORG DUE:          0.00    0.00 |
|          | FSA/HEALTH.:          0.00    0.00 |
| HOURLY RATE.....:          25.00 | FSA/DEPC....:          0.00    0.00 |
|          | *OTHR DEDUCT:          0.00    0.00 |
| ANNUAL GROSS....:          52,000.00 | *SEE HELP SCREEN          |
| GROSS PAY.....:          2,000.00 | NET PAY.....:          1,447.29 |
+-----+-----+
R RESTORE H HRDCPY          PF9 HELP PF12 RETURN CLEAR EXIT
```

Screen 2

```
D3325369      ACTION: _      GROSS-TO-NET CALCULATOR      PRINTER:

+----- KEY INFORMATION -----+----- CONTROLS INFORMATION -----+
| LAST NAME .....: JONES          | PP IN MONTH: 1      FILING STATUS: M |
| FIRST NAME .....: SALLY          | +----- DEDUCTION INFORMATION -----+
| SOCIAL SECURITY: XXX-XX-XXXX      | FEDERAL WH.: 000    0.00    194.05 |
| EMPLOYEE NUMBER: 54321 ID:        | STATE WH...: 01 000    0.00    86.22 |
+----- EARNINGS INFORMATION -----+ OASDI.....: Y          116.75 |
|          ELIG  HOURS    EARNINGS | MEDICARE....:          27.30 |
| REGULAR.....: 80.00    2,000.00 | RETIREMENT.:EXMPT N PLAN 1    82.00 |
| OVERTIME....: 2      0.00      0.00 | HEALTH INSC: PLAN CX600      0.00 |
| HOLIDAY OVT: 2      0.00      0.00 | DENTAL INSC: PLAN DX600     17.00 |
| OTHER PAY...:          0.00 | LIFE INSC...: PLAN JJ        0.00 |
| *PAY NOT SUBJ TO RETIRE:          0.00 | CR UNION....:          0.00    0.00 |
| TAXABLE EXP:          0.00 | CHAR ORG....: 0          0.00    0.00 |
| PRETAX: Y  PRETAX DATE: 07/07/1989 | DEF COMP...:PP 0          0.00    0.00 |
| FED TAX STATUS.: 1          | EMP ORG DUE:          0.00    0.00 |
|          | FSA/HEALTH.:          50.00    50.00 |
| HOURLY RATE.....:          25.00 | FSA/DEPC....:          50.00    50.00 |
|          | *OTHR DEDUCT:          0.00    0.00 |
| ANNUAL GROSS....:          52,000.00 | *SEE HELP SCREEN          |
| GROSS PAY.....:          2,000.00 | NET PAY.....:          1,376.68 |
+-----+-----+
R RESTORE H HRDCPY          PF9 HELP PF12 RETURN CLEAR EXIT
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FIELDS

ACTION	Enter any of the Actions listed at the bottom of the screen.
PRINTER	Printer ID for the HRDCPY Action. You may also produce a “screen print” of the screen.

KEY INFORMATION

LAST NAME	Last name of the employee to be displayed.
FIRST NAME	First name of the employee to be displayed.
MIDDLE INITIAL	Middle initial of the employee to be displayed.
SOCIAL SECURITY	Social Security Number of the employee to be displayed.
EMPLOYEE NUMBER	The employee number of the employee to be displayed.
ID	The HRIS User ID of the employee being displayed.

EARNINGS INFORMATION

All fields here can be modified except Regular, Overtime and Holiday Overtime Earnings, Annual Gross and Gross Pay. These fields are calculated by this program.

REGULAR HOURS	Number of Regular Hours worked.
REGULAR EARNINGS	This is calculated based on Regular Hours worked and Hourly Rate.
OVERTIME ELIG	Employee’s eligibility code is displayed. Valid codes are: 0 - Not Eligible for Overtime 1 - Eligible for Straight Time 2 - Eligible for Premium Overtime/Comp Time (x 1.50)
OVERTIME HOURS	Enter number of Overtime Hours worked.
OVERTIME EARNINGS	This is calculated based on Eligibility Code, Overtime Hours and Hourly Rate.
HOLIDAY OVT ELIG	Employee’s eligibility code is displayed. Valid codes are: 0 - Not Eligible for Overtime 1 - Eligible for Straight Time 2 - Eligible for Premium Overtime/Comp Time (x 1.50)
HOLIDAY OVT HOURS	Enter number of Holiday Overtime Hours worked.
HOLIDAY OVT EARNINGS	This is calculated based on Eligibility Code, Holiday Overtime Hours and Hourly Rate.

OTHER PAY	Enter the amount of Other Pay. This includes Shift Differential, Standby, Callback, Comp Time Paid, and other one-time or recurring Special Pays.
*PAY NOT SUBJ TO RETIRE	Enter the total of Terminal Leave Pay, Sick Leave Payout, Taxable Benefit (i.e., insurance coverage) and other Income Not Subject to Retirement. All of these pay types are subject to Federal Withholding, State Withholding, and FICA, but are not subject to withholding for the employee's retirement plan.
TAXABLE EXP	Enter the amount of Taxable Expense Reimbursement. This includes other income which is paid to the employee through the payroll system because it is a taxable item (i.e., imputed income, taxable insurance benefits, and taxable meals and other taxable travel).
PRETAX	The employee's pretax status is displayed. This determines whether Health, Life and Dental Insurances are deducted before or after Taxes, OASDI and Medicare Withholding. Valid codes are: Y – Yes N - No
PRETAX DATE	Date employee enrolled in the Pre-Tax Premium Conversion Program.
FED TAX STATUS	Employee's current Federal Tax Code is shown and may be changed to "1" through "6". The meanings of those codes are: 1 - Yes, not eligible for EIC 2 - Yes, eligible for EIC, plan A 3 - Yes, eligible for EIC, plan B 4 - No, not eligible for EIC 5 - No, eligible for EIC, plan A 6 - No, eligible for EIC, plan B
HOURLY RATE	Employee's current Hourly Rate.
ANNUAL GROSS	This is calculated by multiplying Regular Earnings by 26. Note that this amount will not include any overtime, other pay or expenses you may have entered.
GROSS PAY	This is calculated by adding all the Earnings fields together, excluding Hourly Rate and Annual Gross. When you initialize for a new employee or Restore, this amount will include Biweekly Base, Special Pay, Leadworker Pay, Extraordinary Duty Pay, and Longevity Pay.

CONTROLS INFORMATION

These fields are general Control fields that determine how the Net Pay amount will be calculated. These fields can be modified.

PP IN MONTH	Enter the pay check number of the month. The value entered may affect some deductions. Valid values are 1, 2 and 3. Note that whatever the
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value in "PP IN MO", the Gross-To-Net calculator will use the value in the current life insurance rates to determine whether the life insurance deduction is taken. However, life insurance is only deducted once a month. This will result in a slight variance from the actual warrant amount in the calculated net pay field.

FILING STATUS

Enter Filing Status for tax purposes. Valid codes are:

S - Single
M - Married
H - Married filing at the Single Rate

DEDUCTION INFORMATION

These are the employee's current deductions, with the exception of some voluntary deductions which are listed below and must be entered by the user in the OTHER DEDUCT field. In some fields you can directly enter an amount, and some fields are figured for you based on other information that you provide.

FEDERAL WH

There are three fields here, two of which can be modified. The first field is Number of Exemptions. Entering "99" here will calculate the Federal Withholding based on the current flat withholding rate. The next field is Voluntary Withholding. Any amount you enter here will be added to the amount of Federal Withholding figured by the calculator. The last field is total Federal Withholding, which is the calculated amount.

STATE WH

There are four fields here, three of which can be modified. First is State Code, where you may indicate "01" for Iowa or "02" for Illinois. The second field is Number of Exemptions. Entering "99" here will calculate the State Withholding based on the current flat withholding rate. The third field is Voluntary Withholding. Any amount you enter here will be added to the amount of State Withholding figured for you by the calculator. The last field is total State Withholding, which is the calculated amount.

OASDI

This field indicates the employee's applicable code (FICA). The amount will be calculated based on the current OASDI (Old Age Survivors Disability Insurance) field rate. The valid codes are:

Y = Regular OASDI
N = Exempt
P = Police Officer

MEDICARE

The code entered in the OASDI also controls the Medicare portion of FICA. The amount shown in the dollars column will be calculated based on the current Medicare rate.

RETIREMENT

Enter a "Y" or "N" in the EXMPT field to indicate whether the employee is Exempt from retirement deductions. Enter the Retirement Plan for the employee in the PLAN field. The amount will be calculated based on the rate for the plan entered. Those plan numbers and their meanings are:

0 = None

- 1 = IPERS Regular
- 2 = Judicial
- 3 = Police
- 4 = IPERS Firefighters
- 5 = IPERS Conservation Officers
- 6 = IPERS Correctional Officers
- 7 = TIAA / CREF Pretax
- 8 = TIAA / CREF Posttax

HEALTH INSC

The employee's current health insurance plan is entered here. You can enter a different plan code here, but must check with your Personnel Assistant for other valid plan codes. The Health Insurance deduction will be calculated according to the rates for that plan. Health Insurance is deducted from the first and second pay checks of the month, but is not deducted from the third pay check of the month.

DENTAL INSC

The employee's current dental insurance plan is entered here. The Dental Insurance deduction will be calculated according to the rates for that plan. Dental Insurance is deducted from the first and second pay checks of the month, but it is not deducted from the third pay check of the month.

LIFE INSC

The employee's current life insurance plan is entered here. Check with your Personnel Assistant for other valid plan codes. The Life Insurance amount will be calculated according to the rates for that plan. Whatever the value in "PP IN MO", the Gross-To-Net calculator will use the value in the current payroll controls to determine whether the life insurance deduction is taken. This will result in a slight variance from the actual warrant amount in the calculated net pay field. Optional Life Insurance is only deducted from the paycheck for the pay period in which of the first of the month falls.

CR UNION

The employee's current Credit Union deduction is entered here. The employee's record will indicate the pay check in the month that this deduction is taken. It can be taken out of the first pay check of the month, the second pay check of the month, the first and second (24 per year), or all pay checks (26 per year).

CHAR ORG

One Gift deductions are entered here. In the first field, enter the pay check to deduct. Valid entries here are the numbers "0" through "4". Their meanings are:

- 0 - No deduction
- 1 - Deduct first pay check only
- 2 - Deduct second pay check only
- 3 - Deduct first and second pay checks
- 4 - Deduct all pay checks

There is also a field where you can enter an amount to deduct, and a field that displays what was actually deducted. If the pay check to deduct does not allow for this deduction, the display field will be zeroed out. However, the amount that you entered in the dollar field will remain until you change it or leave the session.

DEF COMP	<p>The employee's Deferred Compensation deduction is shown here. In the first field, enter the pay check to deduct. Valid entries here are the numbers "0" through "3". Their meanings are:</p> <p>0 - No deduction 1 - Deduct first pay check only 2 - Deduct second pay check only 3 - Deduct first and second pay checks</p> <p>The next field is where you enter an amount to deduct. If the pay check to deduct does not allow for this deduction, the display field will be zeroed out. However, the amount that you entered in the dollar field will remain until you change it or leave the session.</p>
EMP ORG	<p>The employee's Employee Organization dues code is shown on this line. If the code is found, the Local Number will be displayed and the amount for dues will show in the amount column. Most Union Locals take dues from all pay checks, but there are a few that only take them from the first and second pay checks in the month. If you are not sure of your Union Local's number, please check with your Personnel/Payroll Assistant.</p>
FSA/HEALTH	<p>The employee's deduction for their Health Flexible Spending Account is shown here. This amount is only deducted from the first and second pay checks of the month.</p>
FSA/DEPC	<p>The employee's deduction for their Dependent Care Flexible Spending Account is shown here. This amount is only deducted from the first and second pay checks of the month.</p>
OTHR DEDUCT	<p>Total of all other post-tax deductions, including saving bonds, maintenance pay, garnishments, wage assignments, travel advance, miscellaneous deductions, employee org insurances, and miscellaneous insurances. You must enter the total of these deductions for an accurate net pay calculation.</p>
NET PAY	<p>This is the Net Pay after all the deductions have been computed and subtracted from the Gross Pay.</p>

WARNINGS AND MESSAGES

EMPLOYEE NOT FOUND

You have entered a name that is beyond the last name in the index. Try again with a name closer to the beginning of the alphabet.

SOCIAL SECURITY NUMBER NOT FOUND

The social security number you have entered could not be found.

EMPLOYEE NUMBER NOT FOUND

The employee number you have entered could not be found.

NOT ELIGIBLE FOR OVERTIME PAY

There is an "0" in overtime eligibility (not eligible) and overtime hours are greater than zero. Either make the employee eligible for overtime to figure the overtime or zero out the overtime hours field.

NOT ELIGIBLE FOR HOLIDAY OVERTIME PAY

There is an "0" in holiday overtime eligibility (not eligible) and holiday overtime hours are greater than zero. Either make the employee eligible for holiday overtime to figure the overtime or zero out the holiday overtime hours field.

PAY PERIOD (PAY CHECK) TO DEDUCT IS INCOMPATIBLE WITH AMOUNT

You have entered a "0" in the PP IN MONTH field (No deduction) and left an amount in the amount field. Either change the PP-to-deduct field to a deductible pay check or zero out the amount field.

EMPLOYEE ORGANIZATION NOT FOUND

An invalid Employee Organization Code was entered and the Local could not be found. Enter a valid code.

PRINTER ID NOT FOUND

An invalid Printer ID has been entered. Enter the correct Printer ID.

The following messages appear for informational purposes only. They will appear after Net Pay has been calculated and are designed to alert you to situations that could easily be overlooked.

**** WARNING ** CHARITABLE ORG WAS NOT DEDUCTED FOR THIS PP IN MONTH**

This message is designed to alert you that the pay check to deduct for Charitable Org does not allow the amount you have entered to be deducted in this pay check number of the month.

**** WARNING ** DEFERRED COMP WAS NOT DEDUCTED FOR THIS PP IN MONTH**

This message is designed to alert you that the pay check to deduct for Deferred Comp does not allow the amount you have entered to be deducted in this pay check number of the month.

**** WARNING ** CHAR ORG AND DEF COMP WERE NOT DEDUCTED FOR THIS PP IN MONTH**

This message is designed to alert you that the pay check to deduct for both Char Org and Deferred Comp does not allow the amount you have entered to be deducted in this pay check number of the month.

NOTE - THIS IS THE 3RD PP IN THE MONTH. SOME DEDUCTIONS MAY BE AFFECTED.

This message only appears if you are using the calculator in a pay period that is the third pay day of the month. It will only be displayed the first time you see the screen or when you change to a different employee. Once you hit the ENTER key, this message will disappear. Most of the voluntary deductions can be affected when the pay check number in the month is "3". To avoid this, change the control field PP IN MO to "1" or "2".

DEDUCTIONS EXCEEDED GROSS PAY; SOME HAVE BEEN ZEROED OUT. SEE HELP FOR INFO.

When the deductions from gross pay exceed the gross pay, deductions are zeroed out in a specific order. The entire deduction will be zeroed out. The order of those being zeroed out is:

1. Credit Union
2. Charitable Contributions (One Gift)
3. Annuity / Deferred Compensation
4. Employee Org Dues
5. Flexible Spending – Dependent Care
6. Flexible Spending – Health
7. Life Insurance
8. Dental Insurance
9. Health Insurance
10. State Extra Withholding
11. Federal Extra Withholding
12. Other (In this gross-to-net calculation, “Other” includes savings bonds, maintenance pay, garnishments, wage assignments, travel advances, miscellaneous deductions, and employee org insurances.)
13. Retirement
14. State Withholding
15. Federal Withholding
16. FICA

It is important to note that in the actual payroll calculation program, the order of zeroing out deductions differs from this calculation because each field is zeroed out separately. Several deduction types must be added together in the “Other” field on the gross-to-net calculator due to space limitations on the screen. The deduction list as used in the actual payroll calculation program is shown below:

1. Miscellaneous Insurances and Professional trade organizations
2. Credit Union
3. Charitable Contributions (One Gift)

4. U.S. Savings Bonds
5. Annuity / Deferred Compensation
6. Miscellaneous Deduction (deduction from net pay for a repayment other than wages)
7. Regular Maintenance (deductions for the use of a State vehicle or payment for rent or meals)
8. Employee Org Dues
9. Employee Org Insurance
10. Flexible Spending – Dependent Care
11. Flexible Spending – Health
12. Life Insurance
13. Dental Insurance
14. Health Insurance
15. Extra State Withholding
16. Extra Federal Withholding
17. Garnishments
18. Wage Assignments
19. Travel Code (deductions for employees with permanent travel advances)
20. Retirement
21. State Withholding
22. Federal Withholding
23. FICA